

# **The BY-LAWS of The Libertarian Party of Palm Beach County**

## **ARTICLE I: Objects and Purposes**

### **Section 1: Object**

The Libertarian Party of Palm Beach County (LP Palm Beach) is a county executive committee (affiliate) of the Libertarian Party of Florida (LPF).

### **Section 2: Autonomy and Coordination with State Party**

A county affiliate may request political information and action from the LPF; however, the LPF shall not initiate any political action in LP Palm Beach's political domain.

### **Section 3: Protection of Affiliate Autonomy**

The LPF Executive Committee, or other officers, committees, or agents of the LPF—except as provided in the LP Palm Beach and/or LPF Constitution and By-Laws—shall not abridge the autonomy of the LP Palm Beach.

## **ARTICLE II: Membership**

### **Section 1: Membership Eligibility Criteria**

Membership in the LP Palm Beach requires voter registration with the Palm Beach Supervisor of Elections office as a Libertarian and a minimum of being a member of the Libertarian Party of Florida, which includes signing the Libertarian Party's non-aggression principle pledge. If one does not meet these criteria, they are not considered a member of LP Palm Beach.

## **ARTICLE III: Executive Committee**

### **Section 1: Libertarian Party of Palm Beach County Executive Committee**

The Officers of the LP Palm Beach shall be elected at the Annual Business Meeting by a majority vote of the delegate assembly for a term of two (2) years. The Chair, Vice-Chair, Treasurer, and Secretary shall be elected. The Chair and Vice-Chair shall be elected in opposite years from the Secretary and Treasurer. These positions make up the official positions of the LP Palm Beach Executive Committee

and shall take office upon the close of the meeting at which they were elected and serve until the final adjournment of the Annual Business Meeting, at which their terms expire.

- No offices shall be combined.
- The Executive Committee may fill vacancies by appointment.
- The LP Palm Beach should be notified within seven (7) days of the resignation of an Officer or member of the LP Palm Beach Executive Committee.
- No member of the LP Palm Beach Executive Committee shall serve unless proof and maintenance of registration as a Libertarian with the Palm Beach County Supervisor of Elections office is provided, and they are a member of the Libertarian Party of Florida.

## Section 2: Duties

- Chair:** The Chair shall be the head of the LP Palm Beach, presiding over all meetings of the party, convention, and Executive Committee. The Chairperson is the official spokesperson for the LP Palm Beach, subject to the dictates of the constituted authorities of the Executive Committee and Convention. The Chairperson assumes sole responsibility and all duties pertaining to external communications with media and other groups.
- Vice-Chair:** The Vice-Chair shall serve as the presiding officer in the Chair's absence; shall be responsible for the committee work of the LP Palm Beach; shall represent the committees at executive sessions, and shall serve as an ex-officio member of all committees. The Vice-Chair assumes responsibility for all internal communications.
- Secretary:** The Secretary shall serve as recorder for all meetings of the party, conventions, and Executive Committee. The Secretary shall be the custodian of the minutes of all meetings, correspondence, committee reports, and the Constitution and By-Laws, and shall make provisions for legal service to the LP Palm Beach.
- Treasurer:** The Treasurer shall be the custodian of all funds, receiving and disposing of the funds at the discretion of the LP Palm Beach Executive Committee. Deficit Spending is prohibited.
- E.
- Precinct Committeemen and Committeewomen:** Precinct Committeemen and Committeewomen shall be members of the Executive Committee with voting rights on all Executive Committee decisions. They serve as representatives of the affiliate, actively participating in its growth by joining committees, recruiting new members, and assisting with other tasks as needed to support the affiliate's objectives.
- Executive Committee:** The Executive Committee shall create a committee to maintain a current contact list of experts in fields related to election issues or of interest to Libertarian candidates for use as data and advisory sources.

## Section 3: Meetings of the Executive Committee

- Powers and Duties:** The powers and duties of the Executive Committee are prescribed by the Constitution, By-Laws, and by the direction of the party at the Annual Business Meeting/Convention.

- B. **Meeting Frequency:** The Executive Committee shall meet no less than bi-monthly or at a date and time chosen by the Chairperson.
- C. **Quorum:** A quorum of the LP Palm Beach Executive Committee shall be at least one-half of the filled positions on the Executive Committee.

## **ARTICLE IV: Meetings & Conventions, Objects of Action**

### **Section 1: Annual Convention Dates**

The Executive Committee shall set the date(s) of the Convention and Annual Business Meeting of the Libertarian Party of Palm Beach County with proper notice to its membership. The annual meeting shall be required to be held no later than January 31st and no sooner than ten months after the previous annual business meeting.

- A. **Regular Business Meetings:** The Libertarian Party of Palm Beach County Executive Committee shall call a regular business meeting at least bi-monthly with the date, time, and location on the Affiliate's public and functioning website at least fourteen (14) days in advance, The Affiliate Secretary shall post all previously unapproved minutes and the draft agenda at least forty-eight (48) hours in advance of the regular business meeting.
- B. **Special Business Meetings:** The Affiliate Executive Committee may call a special business meeting for a specific time-sensitive purpose with the date, time, and location, and complete agenda posted on the Affiliates public and functioning website at least forty-eight (48) hours in advance, No business inconsistent with the publicly stated purpose shall be conducted during the special meeting.

### **Section 2: Agenda**

- A. **Setting the Agenda:** The Executive Committee shall set the agenda and business of the LP Palm Beach Annual Business Meetings and conventions. Notice of the agenda shall be distributed no later than twenty (20) days prior to the Annual Business Meeting/Convention.
- B. **Adoption of Agenda:** The order of business must include the adoption of the agenda. The meeting may amend the agenda by a majority vote.
- C. **Ratification:** The LP Palm Beach must ratify its Constitution and By-Laws along with the Petition to Affiliate and send the same to the [LPF Secretary](#) annually.

### **Section 3: Delegates**

- A. **Delegate Requirements:** Delegates shall be members as prescribed in ARTICLE II of the LP Palm Beach Constitution. Each delegate must have been a member of the LP Palm Beach and a registered Libertarian voter in Florida for at least 60 days prior to the Annual Business Meeting/Convention. The 60-day rule may be suspended by a two-thirds vote of the delegate assembly seated at the opening of the Annual Business Meeting, who have met the 60-day requirement. The officers of the LP Palm Beach shall serve as officers of the Annual Business Meeting/Convention.

## Section 4: Parliamentary Authority

- A. **Parliamentary Authority Requirements:** Robert's Rules of Order, as most recently revised, shall be the parliamentary authority for all matters not covered by the Constitution and By-Laws.

## Section 5: Suspension of Affiliate

- A. **Suspension Authority:** Suspension of this county affiliate shall be reserved for the LP Palm Beach officers or the LPF Executive Committee. The LP Palm Beach officers shall have the power to suspend affiliate status by a two-thirds vote. Should this county affiliate be suspended by the LPF Executive Committee, the LP Palm Beach will have the right to a written appeal within thirty (30) days of the notification of suspension. Failure to appeal shall be interpreted as an act of secession by the affiliate. The suspension shall not be made within a period of six (6) months subsequent to an Annual Business Meeting.
- B. **Dissolution of Affiliate:** Should the LP Palm Beach affiliate become permanently suspended or dissolved, the remaining monies or assets will be sent to the Libertarian Party of Florida. Should a new county affiliate form in Palm Beach County for the LPF after the permanently suspended or dissolved LP Palm Beach, those assets and monies will be transferred to the new affiliate.

## Section 6: Annual Conventions

- A. **Annual Business Meeting/Convention Scheduling:** The Executive Committee shall decide on a place and time for the Annual Business Meeting/Convention no later than one hundred twenty (120) days prior to the meeting.
- B. **Notification:** Notification to LP Palm Beach members shall be made no later than sixty (60) days prior to the meeting.
- C. **Committees:** The Chairperson or the Executive Committee may appoint such committees as are deemed necessary to conduct the business of the LP Palm Beach and its meetings.
- D. **Petition to Affiliate:** Each year, the LP Palm Beach will send the LPF a completed Petition to Affiliate no later than February 5th.

## Section 7: Finance and Accounting

- A. **Fiscal Year:** The fiscal year of the LP Palm Beach shall begin on January 1 of each year.
- B. **Treasurer's Role:** The Treasurer shall be the Chief Financial Officer (CFO).
- C. **Accounting System:** The Executive Committee shall ensure that an efficient system of accounting and budgeting is installed and maintained, including audits and legal necessities. All expenditures exceeding \$25.00 shall be made by check, LP Palm Beach debit card, or PayPal.
- D. **Audit:** The Treasurer will send to the LPF an audit of its financial activities for the previous year no later than 30 days before the deadline set by the LPF.
- E. **Checking Account Signatures:** The party checking account must be established to require two signatures per check on all checks in excess of \$500. The Treasurer shall be responsible for signing checks in the normal course of business. There must be at least two (2) authorized signatures on the checking account. The signers may and are limited to the Chair, Vice-Chair,

Secretary, and Treasurer. When a check is issued to a signer, other authorized signer(s) must sign and/or co-sign this check.

- F. **Delegation of Funds Handling:** The Executive Committee shall have the power to delegate the handling of funds.
- G. **Accounting Practices:** It is essential for any growing organization to have good accounting practices. The following items shall be established as requirements for the expenditure of LP Palm Beach funds:
  - a. Each Executive Committee member or Committee Chair requesting reimbursement for expenses shall submit an expense report each month to the Chair for approval prior to being reimbursed by the Treasurer. Such a report shall list dates, items purchased, and reasons, and shall be accompanied by receipts. These reports shall include only minor operating expenses unless the Executive Committee gave prior authorization.
  - b. LP Palm Beach shall not authorize any purchase unless there are sufficient funds to recompense.
  - c. No one shall have the authority to contract for goods or services on behalf of the LP Palm Beach without the prior written approval of the Executive Committee.
  - d. It shall be the intent of the LP Palm Beach to conduct its business affairs in a fair and honorable fashion.

## **ARTICLE V: Preemption and Supremacy**

The Libertarian Party of Palm Beach County is a subsidiary of the Libertarian Party of Florida and the Libertarian Party. As such, these parent organizations hold supremacy and preemption. Any of the governing rules of the Libertarian Party of Palm Beach County that run contrary to any of the governing documents of the Libertarian Party of Florida or the Libertarian Party (hereafter referred to as “contrary provisions”) are therefore automatically null and void.

## **ARTICLE VI: Adoption & Amendments**

### **Section 1: Adoption**

- A. **Adoption of the By-Laws:** Adoption of the By-Laws will be consistent with the adoption of the Constitution.

### **Section 2: Amendments**

Amendments may be made in the following manner:

- A. **Member Ratification:** A proposed amendment is accepted when ratified by more than 50% of LP Palm Beach members, or
- B. **Annual Business Meeting Approval:** A proposed amendment is presented at the Annual Business Meeting and is approved by a majority vote of the delegates.

### Section 3: Adoption

- A. The Constitution and By-Laws shall be adopted by a three-fourths vote of members present at the organizational meeting.
- B. Amendments to this Constitution may be adopted by a three-fourths vote of members present at the Annual Business meeting.

Adopted this day **January 15, 2025** by vote of the membership:

Chair: Diona Kozma

*Diona M Kozma*

Date January 15, 2025

Vice-Chair: Joseph Schultheis

*J Schultheis*

Date January 15, 2025

Secretary: Evan Furrer

*Evan Furrer*

Date January 15, 2025

Treasurer: Franciso Montes

*Franciso Montes*

Date January 15, 2025